



Massachusetts Department of Environmental Protection

Bureau of Resource Protection – Watershed Permitting

Sewer Connections/Extensions

BRP WP 13 Major Sewer Extension

BRP WP 14 Minor Sewer Extension/Sewer Connection with Pump Station

BRP WP 17 Major Sewer Connection

BRP WP 18 Minor Sewer Connection

**BRP WP 55 Sewer Connection/Extension for Industrial Wastewater not
specified and covered by BWP IW 10, 12, 14, 23, 24 or 25**

Instructions and Supporting Materials

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- permit fact sheet
- completeness checklist
- DEP addresses and phone numbers

Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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Permit Fact Sheet

1. What is the purpose of these permits?

BRP WP 13 consists of the approval of major sewer extensions or extensions with new pump stations associated with the transport of sewage.

BRP WP 14 consists of the approval of minor sewer extensions or sewer connection with a pump station associated with the transport of sewage.

BRP WP 17 consists of the approval of major sewer connections for discharges of greater than 50,000 gpd of sewage which are not included in industrial wastewater categories.

BRP WP 18 consists of the approval of minor sewer connections with flows of sanitary sewage between 15,000 and 50,000 gallons per day (gpd).

BRP WW 55 consists of the approval of sewer connections or extensions associated with the transport of industrial wastewater, but not including those industrial wastewaters required to obtain discharge permits under the applicable categories specified in 310 CMR 4.10(5).

These permits serve to protect the public health, welfare and the environment through the control of new pump stations and sewage into sewer systems. This assures that sewers and facilities already near or over capacity will not be further burdened. Statutory authority for these permits is stated in MGL Chapter 21, Section 43. Regulatory authority for this permit is stated in 314 CMR 7.00. Pump stations will be reviewed to assure they meet the requirements of 314 CMR 12.00.

2. Who must apply?

Under category BRP WP 13: sewage discharges where extension of the sewer is greater than 2,500 feet, where flows are equal to or greater than 50,000 gpd, or where there is an extension with a pump station.

Under category BRP WP 14: sewage discharges where the extension is 2,500 feet or less, where flows are less than 50,000 gpd, or where there is a sewer connection with a pump station.

Under category BRP WP 17: sewage connections where the flows to the sewer are greater than 50,000 gpd with no industrial flow.

Under category BRP WP 18: sewage connections where the flows to the sewer are between 15,000 and 50,000 gpd with no industrial flow.

Under category BRP WP 55: sewage connections or extensions regardless of flow of industrial wastewater discharges to the sewer, not including those required to obtain a permit under the applicable categories specified in 310 CMR 4.10(5).



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3. What other requirements should be considered when applying for these permits?

- a. What prerequisites should be considered before applying for these permits?

Municipal approval - The municipal official for the community in which the above connection is being proposed needs to sign off on the DEP application.

Note: Permits of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Suite 900 Boston, MA 02202; 617-626-1020). DEP cannot complete technical review of the permit application until the MEPA process has been concluded. Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

4. What is the application fee?

BRP WP 13	\$2,545
BRP WP 14	\$615
BRP WP 17	\$1,315
BRP WP 18	\$350
BRP WP 55	\$965

5. What is the Primary Permit Location? What is the Reserve Copy Location?

PRIMARY PERMIT LOCATION (2 copies)

Department of Environmental Protection

_____ * Regional Office

Bureau of Resource Protection

RESERVE COPY LOCATION

None.

*See "DEP Addresses and Phone Numbers" page included in this package.

As of July 1, 1993 the timelines are:

	AC	T1	T2*	PC
BRP WP 13	30	120	120	90
BRP WP 14	30	90	90	90
BRP WP 17	30	120	120	90
BRP WP 18	30	90	90	90
BRP WP 55	30	90	90	90

*(A second technical review will only be conducted if necessary).



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7. What is the annual compliance fee?

There are no annual compliance assurance fees for categories BRP WP 13, 14, 17 and 18. For BRP WP 55, current annual compliance fees can be found on the DEP Website at www.mass.gov/dep/files/permits/fees.htm.

8. How long are these permits in effect?

For BRP WP 13, 14, 17 and 18, the permit remains in effect indefinitely, as long as the total flow stated in the permit is not exceeded. For BRP WP 55, the permit remains in effect for five years. A sewer connection or extension must be constructed within a 5-year period after the authorization is granted.

9. How can I avoid the most common mistakes made in applying for these permits?

- a. Answer all questions on the application form for the permit category and indicate "not applicable" where appropriate.
- b. Make sure a Massachusetts Registered Professional Engineer prepares and signs the application and provides a registered number.
- c. Submit copy of MEPA certification statement if required.
- d. Include signature from the appropriate Local Municipal Official.
- e. Submit fee and one copy of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

If you have questions about this program and permit categories, please contact the Section Chief in the appropriate DEP Regional Office. The addresses and telephone numbers of each Regional Office are located at the end of these instructions.

10. What are the regulations that apply to these permits? Where can I get copies?

These regulations include, but are not limited to:

- a. Water Pollution Control Regulations, 314 CMR 7.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



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Facilities requiring Permits or Approvals under categories BRP WP 13 through BRP WP 18, unless exempted by 314 CMR 7.05:

1. Restaurants
2. Educational Facilities (without labs or shop)
3. Hotels
4. Motels
5. Warehouses
6. Condominiums
7. Homes and Apartments
8. Nursing Homes
9. Residential Subdivisions
10. Shopping Malls
11. Resorts
12. General Commercial Establishments
13. Prisons (without shops)
14. Offices and Office Parks
15. Stormwater Drainage (in combined areas)
16. Construction Dewatering (from non-hazardous waste sites)
17. Medical Office Buildings
18. Dental Offices

Facilities Requiring Permits or Approvals under Category BRP WP 55:

1. Educational Facilities with Labs and/or Shops
2. Funeral Homes
3. Car Washes
4. Beauty Parlors
5. Gas Stations
6. Commercial Coin Operated Laundromats
7. Remedial Action under MGL Chapter 21E at Inactive Sites
8. Marina Pumpout Facilities
9. Water Treatment Plant Discharges
10. Contact Cooling Water Discharges

For any non-domestic waste not listed, please contact the sewer connection/extension permitting program at the appropriate regional office.



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Application Completeness Checklist

- ☐ The DEP Transmittal Form is completed.
- ☐ The application for this category has been filled out. Questions 1 through 20 are complete.
- ☐ A signature of the appropriate municipal official has been included.
- ☐ A Massachusetts Registered Professional Engineer has prepared the application and signed it.
- ☐ A letter of authorization has been completed if signature of the design engineer or other agent is being used on the application.
- ☐ The Certification Statement has been signed.
- ☐ If required, a copy of the MEPA certification is attached (see MEPA regulations 310 CMR 11.00). DEP will not issue the permit until MEPA certification, if required, is obtained.
- ☐ Engineering plans and specifications for the proposed pump station, sewer system extensions and associated connections are included. Plans must be stamped and signed by the Massachusetts Registered Professional Engineer.
- ☐ If required, a copy of the Massachusetts Historical Commission sign-off is attached (see 950 CMR 71.00).

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send two copies of the application along with one copy of the DEP Transmittal Form to:
Department of Environmental Protection
_____ * Regional Office
Bureau of Resource protection
*See "DEP Addresses and Phone Numbers" page included in this package.
- ☐ Send fee of:
\$2,545 for BRP WP 13;
\$615 for BRP WP 14;
\$1,315 for BRP WP 17;
\$350 for BRP WP 18;
\$965 for BRP WP 55;
in the form of a check or money order made payable to Commonwealth of Massachusetts, along with one copy of the DEP Transmittal Form to:
Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

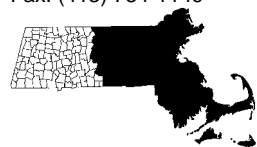
DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Office of Watershed
Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

Millbury Training Center
Route 20 Millbury, MA 01527
Telephone: (508) 368-5600
Fax: (508) 755-9253
Residuals Sludge Management
Telephone: (508) 368-5606
WWT Operator Certification
Telephone: (508) 368-5698

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



Adams
Agawam
Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
Buckland
Charlemont
Cheshire
Chester
Chesterfield
Chicopee
Clarksburg

Colrain
Conway
Cummington
Dalton
Deerfield
Easthampton
East Longmeadow
Egremont
Erving
Florida
Gill
Goshen
Granby
Granville
Great Barrington
Greenfield
Hadley

Hampden
Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
Lenox
Leverett
Leyden
Longmeadow
Ludlow
Middlefield

Monroe
Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
Plainfield
Richmond
Rowe
Russell
Sandisfield
Savoy
Sheffield
Shelburne
Shutesbury
Southampton
South Hadley
Southwick
Springfield
Stockbridge
Sunderland
Tolland

Tyringham
Wales
Ware
Warwick
Washington
Wendell
Westfield
Westhampton
West Springfield
West Stockbridge
Whately
Wilbraham
Williamsburg
Williamstown
Windsor
Worthington

DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



Acton
Ashburnham
Ashby
Athol
Auburn
Ayer
Barre
Bellingham
Berlin
Blackstone
Bolton
Boxborough
Boylston
Brookfield

Charlton
Clinton
Douglas
Dudley
Dunstable
East Brookfield
Fitchburg
Gardner
Grafton
Groton
Harvard
Hardwick
Holden
Hopedale

Hopkinton
Hubbardston
Hudson
Holliston
Lancaster
Leicester
Leominster
Littleton
Lunenburg
Marlborough
Maynard
Medway
Mendon
Milford

Millbury
Millville
New Braintree
Northborough
Northbridge
North Brookfield
Oakham
Oxford
Paxton
Pepperell
Petersham
Phillipston
Princeton
Royalston

Rutland
Shirley
Shrewsbury
Southborough
Southbridge
Spencer
Sterling
Stow
Sturbridge
Sutton
Templeton
Townsend
Tyngsborough
Upton

Uxbridge
Warren
Webster
Westborough
West Boylston
West Brookfield
Westford
Westminster
Winchendon
Worcester

DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



Abington
Acushnet
Attleboro
Avon
Barnstable
Berkley
Bourne
Brewster
Bridgewater
Brockton
Carver
Chatham
Chilmark

Dartmouth
Dennis
Dighton
Duxbury
Eastham
East Bridgewater
Easton
Edgartown
Fairhaven
Fall River
Falmouth
Foxborough
Franklin

Freetown
Gay Head
Gosnold
Halifax
Hanover
Hanson
Harwich
Kingston
Lakeville
Mansfield
Marion
Marshfield
Mashpee

Mattapoisett
Middleborough
Nantucket
New Bedford
North Attleborough
Norton
Norwell
Oak Bluffs
Orleans
Pembroke
Plainville
Plymouth
Plympton

Provincetown
Raynham
Rehoboth
Rochester
Rockland
Sandwich
Scituate
Seekonk
Sharon
Somerset
Stoughton
Swansea
Taunton

Tisbury
Truro
Wareham
Wellfleet
West Bridgewater
Westport
West Tisbury
Whitman
Wrentham
Yarmouth

DEP Northeast Region
One Winter Street
Boston, MA 02108
Telephone: (617) 654-6500
Fax: (617) 556-1049
TDD: (617) 574-6868



Amesbury
Andover
Arlington
Ashland
Bedford
Belmont
Beverly
Billerica
Boston
Boxford
Braintree
Brookline
Burlington
Cambridge
Canton
Carlisle

Chelmsford
Chelsea
Cohasset
Concord
Danvers
Dedham
Dover
Dracut
Essex
Everett
Framingham
Georgetown
Gloucester
Groveland
Hamilton
Haverhill

Hingham
Holbrook
Hull
Ipswich
Lawrence
Lexington
Lincoln
Lowell
Lynn
Lynnfield
Malden
Manchester-By-The-Sea
Marblehead
Medfield
Medford
Melrose

Merrimac
Methuen
Middleton
Millis
Milton
Nahant
Natick
Needham
Newbury
Newburyport
Newton
Norfolk
North Andover
North Reading
Norwood
Peabody

Quincy
Randolph
Reading
Revere
Rockport
Rowley
Salem
Salisbury
Saugus
Sherborn
Somerville
Stoneham
Sudbury
Swampscott
Tewksbury
Topsfield

Wakefield
Walpole
Waltham
Watertown
Wayland
Wellesley
Wenham
West Newbury
Weston
Westwood
Weymouth
Wilmington
Winchester
Winthrop
Woburn



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Groundwater Discharge Permits
Sewer Connections/Extensions

DEP Use Only:

BRP WP 13, 14, 17, 18, 55

**Application for Permit for Sewer System Extension
or Connection**

Permit Number _____

Town _____

Important:
When filling out
forms on the
computer, use
only the tab key
to move your
cursor - do not
use the return
key.



The original of the transmittal form and this application, signed by the appropriate municipal official, should be submitted along with one copy to the appropriate Regional Office. The signature of the design engineer or other agent will be accepted only if accompanied by a letter of authorization. A copy of the transmittal form and fee (if applicable) should be submitted to the Boston Office.

If connection is to be made to the MWRA sewerage system, indicate "MWRA" in item 11.

If the project includes sewers, pumping stations, force mains, or siphons, construction plans must be submitted with the application.

If additional space is required to properly answer any questions, please attach additional sheets and refer to the attachments in the space provided.

A. Applicant Information

1. Name and Address of Applicant:

Name

Street address

City/Town

Zip Code

Telephone Number (include area code and extension)

E-mail address (optional)

2. Name of Sewer System Owner:

Name

Municipality or Sewer District

Department

B. Project Information

1. Type of Project: ☐ Sewer Extension ☐ Sewer Connection

2. Number of Residences to be served: _____

3. Number of Bedrooms: _____



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B. Project Information (Continued)

4. Other establishments to be served:

a.

Name

Address

Type of Establishment

Design Flow

b.

Name

Address

Type of Establishment

Design Flow

5. Design Flow:

Sewage

Gallons per day

Industrial Wastes

Gallons per day

Total

Gallons per day

6. Location, Length, Size and Capacity of Sewers to be Connected to the existing system (attach sketch):

a.

Name of Street

Length of Sewer

Size of Sewer

Flow Full Capacity

b.

Name of Street

Length of Sewer

Size of Sewer

Flow Full Capacity

c.

Name of Street

Length of Sewer

Size of Sewer

Flow Full Capacity



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Application for Permit for Sewer System Extension or Connection

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Town _____

B. Project Information (Continued)

7. Location, Length, Size and Capacity of Pumping Stations to be Connected to the existing system:

a.

Pump Station Location

Number of Pumps

Pump Size

Pump Capacity

b.

Pump Station Location

Number of Pumps

Pump Size

Pump Capacity

8. General Description of Sewers and Pump Stations within the existing sewer system which will transport the flow from the proposed sewer extension of connection to the receiving Wastewater Treatment Facility:

9. Receiving Wastewater Treatment Facility:

Name _____

Average Daily Flow _____

Million gallons per day

Design Flow _____

Million gallons per day

10. Does the discharge contain any industrial waste?

☐ Yes

☐ No

If yes, list any pollutants which you know or have reason to believe are discharged or may be discharged. For every pollutant you list, please indicate its approximate concentration in the discharge and any analytical data in your possession which will support your statement. Additional wastewater analysis may be required as part of this application.

Pollutant

Concentration

Analytical Data

_____	_____	_____
_____	_____	_____
_____	_____	_____



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Application for Permit for Sewer System Extension or Connection

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B. Project Information (Continued)

11. Does the discharge contain any industrial waste containing substances or materials which could harm the sewers, wastewater treatment process, or equipment; have an adverse effect on the receiving water; or could otherwise endanger life, limb, public property, or constitute a nuisance?

☐ Yes ☐ No

12. Do the wastewaters receive any pretreatment prior to discharge?

☐ Yes ☐ No

13. List, in descending order of significance, the four (4) digit standard industrial classification (SIC) Codes which best describe the facility producing the discharge in terms of the principal products for services provided. Also, specify each classification in words.

SIC Code

Specify

A. _____

B. _____

C. _____

D. _____

14. Is the Proposed Discharge Consistent with Existing Sewer Use Regulations?

☐ Yes ☐ No

15. Is there a site of historic or archeological significance, as defined in regulations of the Massachusetts Historical Commission, 950 CMR 71.00, which is in the area affected by the proposed extension or connection?

☐ Yes ☐ No

16. Does this project require a filing under 301 CMR 11.00, the Massachusetts Environmental Policy Act?

☐ Yes ☐ No

If yes, has a Filing been made?

☐ Yes ☐ No



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B. Project Information (Continued)

17. Name and Address of Mass. Registered Professional Engineer Designing Proposed System:

Name

Street

City/Town

Zip Code

Telephone Number

Mass. P.E. Number

C. Certification

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment of knowing violations."

(I will be responsible for publication of public notice of the applicable permit proceedings identified under 314 CMR 2.06(1)(a) through (d).)

Printed Name of Applicant

Title

Signature of Applicant

Date Signed

Name of Preparer

Title

Phone Number

D. General Conditions

1. General Conditions

- a. All discharge authorized herein shall be consistent with the terms and conditions of this permit and the approved plans and specifications. The discharge of any wastewater at a level in excess of that identified and authorized by this permit shall constitute a violation of the terms and conditions of this permit. Such a violation may result in the imposition of civil and/or criminal penalties as provided for in Section 42 of the State Act.
- b. After notice and opportunity for a hearing, this permit may be modified, suspended, or revoked in whole or in part during its term for cause including, but not limited to, the following:
 - (1) Violation of any terms or conditions of the permit;



BRP WP 13, 14, 17, 18, 55

Application for Permit for Sewer System Extension or Connection

Permit Number _____

Town _____

D. General Conditions (Continued)

- (2) Obtaining a permit by misrepresentation or failure to disclose fully all relevant facts; and
- (3) A change in conditions or the existence of a condition which requires either a temporary or permanent reduction or elimination of the authorized discharge.
- c. In the event of any change in control or ownership of facilities from which the authorized discharges originate, the permittee shall notify the succeeding owner or operator of the existence of this permit by letter, a copy of which shall be forwarded to the Director. Succeeding owners or operators shall be bound by all the conditions of this permit, unless and until a new or modified permit is obtained.
- d. The issuance of this permit does not convey any property rights in either real or personal property, or any exclusive privileges; nor does it authorize or relieve the permittee of any liability for any injury to private property or any invasion of personal rights; nor any infringement of Federal, State, or local laws or regulations; nor does it waive the necessity of obtaining any local assent required by law for the discharge authorized herein.
- e. The provisions of this permit are severable, and the invalidity of any condition or subdivision thereof shall not make void any other condition or subdivision thereof.
- f. All information and data provided by an applicant or a permittee identifying the nature and frequency of a discharge shall be available to the public without restriction. All other information (other than effluent data) which may be submitted by an applicant in connection with a permit application shall also be available to the public unless the applicant or permittee is able to demonstrate that the disclosure of such information or particular part thereof to the general public would divulge methods or processes entitled to protection as trade secrets in accordance with the provisions of M.G.L. c.21, s.27(7). Where the applicant or permittee is able to so demonstrate, the Director shall treat the information or the particular part (other than effluent data) as confidential and not release it to any unauthorized person. Such information may be divulged to other officers, employees, or authorized representatives of the Commonwealth or the United States Government concerned with the protection of public water or water supplies.
- g. Transfer of Permits
 - (1) Any sewer system extension or connection permit authorizing an industrial discharge to a sewer system is only valid for the person to whom it is issued, unless transferred pursuant to 314 CMR 7.13. Such permits shall be automatically transferred to a new permittee if:
 - A. The current permittee notifies the Director at least 30 days in advance of the proposed transfer date; and
 - B. The notice includes a written agreement between the existing and new permittee containing a specific date for transfer of permit responsibility, coverage, and liability between them.
 - (2) Any sewer system extension or connection permit not subject to 314 CMR 7.13(1) automatically transfers to a subsequent owner, operator, or occupant.



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Sewer Connections/Extensions

DEP Use Only:

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**Application for Permit for Sewer System Extension
or Connection**

Permit Number _____

Town _____

D. General Conditions (continued)

2. Special Conditions

E. Approval Recommended

Signature and Title of appropriate Municipal Official:

Printed Name of Official _____

Title _____

Phone Number _____

Signature _____

Date Signed _____

DEP Use Only

Date Issued _____

Regional Sewer Permits Coordinator _____

Effective Date of Permit _____